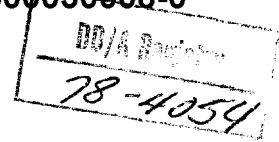


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19 October 1978

DD/A Registry

MEMORANDUM FOR: Director of Training

25X1A

ATTENTION :

FROM :

Director of Public Affairs

25X1A

SUBJECT : 2 November Meeting of Intelligence Community Public Affairs Officers

25X1A

This is to detail logistical requirements for meeting of Intelligence Community Public Affairs Officers at the Club Base, on 2 November 1978. Please note that OTR is making all arrangements for speakers. 25X1A

1. Attendees and Clearances

List of names and organizations attached. All have TS clearance.

2. Transportation

Transportation will be required from Hqs at 0730 hours to airport and from airport to return to Hqs at 1730 hours. Air transportation will be needed for 21 people.

3. Agenda

Program will be conducted mainly at the Base Club. Agenda is being constructed by D/OTR and Tentative agenda is attached (you will be furnished a final copy). 25X1A

4. Food

Coffee and rolls in the morning. Lunch with honor bar. Refreshments at 1515.

5. Finance

Fan Account Number of Office of Public Affairs is 181010.

25X1A

Attachments
As stated

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